

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110050-0

REPORTS INVENTORY					CONTROL NO. DDS/OF-118	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (if a fill-in report include Form No.) Office Estimates					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input checked="" type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA	PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)	
	LOGISTICS		SECURITY			
	MEDICAL	<input checked="" type="checkbox"/>	FINANCE			
4. NO. OF COPIES PREPARED 10		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annually			6. DISTRIBUTION (No. of components not number of copies) 3	
7. FORMAT (memorandum, form computer print-out, etc) Form		8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>			9. DIRECTIVE AUTHORITY REQUIRING REPORT PPB	
10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-05	\$ 3.36		24		\$ 80.64	1 \$ 80.64
GS-10	5.75		40		230.00	1 230.00
GS-13	9.94		24		238.56	1 238.56
GS-15	12.84		2		25.68	1 25.68
GS-18	17.07		2		34.14	1 34.14
			92		\$609.02	\$609.02
B. COSTS OF COMPUTER PRODUCED REPORTS						
TOTAL COSTS PER YEAR						\$609.02
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Agency requirement to furnish estimates of personnel and funds needed to carry on mission.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) to be determined by PPB CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/>					ESTIMATED SAVINGS MAN-HOURS DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110050-0				18. EXTENSION